



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

MICHAEL P. FLANAGAN  
SUPERINTENDENT OF  
PUBLIC INSTRUCTION

June 18, 2012

**MEMORANDUM**

**TO:** Local and Intermediate Superintendents, Public School Academy Administrators, and School Principals

**FROM:** Joseph Martineau, Ph.D., Executive Director  
Bureau of Assessment & Accountability

**SUBJECT:** 2011-2012 Michigan Preliminary School Report Cards Now Available

The Michigan Department of Education (MDE) is pleased to announce that Michigan Preliminary School Report Cards are now available for school and district review. Authorized users can access preliminary report cards at: <https://baa.state.mi.us/ayp/login.asp>. Communications were sent on June 7 and June 14, 2012 encouraging users to check the status of their Michigan Education Information System (MEIS) account as soon as possible because an active MEIS account is needed to access Michigan Preliminary School Report Cards. Additional information on user authorization to access Michigan Preliminary School Report Cards is provided below.

**Absolute Deadline for Appeals**

We encourage you to review the data for your school or district as soon as possible. The deadline to file an appeal of the 2011-2012 elementary, middle, high school, and district report cards is 5:00 p.m. on **Friday, June 29, 2012**. **Please note this deadline is firm and no appeals will be accepted after this time.** Appeal information submitted prior to the deadline will be reflected in the final Michigan School Report Cards released to the public, but only if the information submitted with the appeal resulted in a change of status. Districts and schools will know the status of their appeal prior to the public release. Detailed information on the appeal procedures is provided below.

**User Authorization**

Schools may still add or change authorized users who can view and or appeal Michigan Preliminary School Report Cards. There is no limit on the number of individuals a district can authorize. If the individual does not already have a MEIS account, users must establish an account at <http://michigan.gov/meis>. The security agreement and return instructions are available at <https://baa.state.mi.us/ayp/Docs/SecurityAgreement.pdf>.

**What Data Can Be Appealed Now?**

Schools and districts have opportunities throughout the school year to correct/appeal specific data which impacts Michigan School Report Cards. **Appeals concerning data which had a prior, separate data correction/appeals window will not be accepted now during the Michigan School Report Card Appeals window.**

Prior data correction/appeals windows were held for the following:

**STATE BOARD OF EDUCATION**

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT  
NANCY DANHOF – SECRETARY • MARIANNE YARED MCGUIRE – TREASURER  
RICHARD ZEILE – NASBE DELEGATE • KATHLEEN N. STRAUS  
DANIEL VARNER • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909  
[www.michigan.gov/mde](http://www.michigan.gov/mde) • (517) 373-3324

- Student demographics including enrollment/exit dates (used to calculate Full Academic Year status), economically disadvantaged status, limited English proficient status, students with disabilities status, race/ethnicity status, and Primary Education Providing Entity (PEPE) status (Student Record Maintenance Window for Fall and Spring Assessments)
- Missing tests, non-standard accommodations, and student prohibited behavior (Tested Roster)
- Student participation (Students Not Tested)
- Graduation rates (2010-2011 GAD Window)

If a school or district has evidence that the data may be inaccurate and the inaccuracy affects its Adequate Yearly Progress (AYP) status, the school or district may now appeal any other data (not listed above), although we anticipate appeals at this time would concern only:

- District 1% Cap Exceptions
- Student Attendance
- Inclusion of Formerly Limited English Proficient (FLEP) Students

### **Appeals Procedure**

To submit a substantive appeal regarding the Michigan Preliminary School Report Card, an authorized user will click "Request Appeal" on any page of the School Report Card website **and MUST cite the specific data that are being challenged in the appeal.** Once an appeal is submitted, the user will receive an email confirming the appeal. **Users are asked to use the issue tracker to perform the following tasks, rather than initiating a new appeal:**

- Attach supporting documents (Excel and Word files), as needed;
- View the original communication to confirm the message was delivered and the appeal is active;
- View additional communications regarding the pending appeal;
- Add information or clarify data regarding the appeal; and
- View the final determination of the appeal once "closed".

**It is critically important for users to verify that their email address is correct when an appeal is filed.** Users should look for a confirmation email after an appeal is initiated, and MDE will continue to use this email address until the appeal is closed. All actions and communications regarding the appeal will be accompanied by an email from MDE.

### **Guide to Report Cards**

Additional information on the 2011-2012 Michigan School Report Cards can be found in the *Guide to Reading the 2012 Michigan School Report Cards*:

<https://baa.state.mi.us/ayp/guide.asp>

### **Questions?**

If you have questions or need additional information regarding preliminary School Report Cards, please contact the Evaluation Research and Accountability Unit at [MDE-Accountability@michigan.gov](mailto:MDE-Accountability@michigan.gov) or 877-560-8378, option 6.